



SECRETARY OF STATE
KEVIN SHELLEY
STATE OF CALIFORNIA

INFORMAL REQUEST FOR PROPOSAL
Notice to Prospective Proposers

May 14, 2004

You are invited to respond and apply for this Informal Request for Proposal (IRFP), entitled 04-HAVA-01 Help America Vote Act (HAVA) Grants. In submitting your proposal, the instructions will govern consideration of your proposal.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC 304) and Contractor Certification Clauses (CCC 304) that may be viewed and downloaded at Internet site www.ols.dgs.ca.gov/standard+language. If you do not have Internet access, contact the person listed below to receive a hard copy.

If you have questions, or should you need any clarifying information, the contact person for this IRFP is:

Shannon Kauffman, Contract Administrator
Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 653-5974
e-mail: Skauffma@ss.ca.gov

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Shannon Kauffman
Contract Administrator

MANAGEMENT SERVICES: CONTRACT SERVICES 1500 11TH STREET ROOM 465 • SACRAMENTO CA 95814
TEL 916 653 5974 • FAX 916 653 8544 • WWW.SS.CA.GOV • PO BOX 944260 • SACRAMENTO CA 94244-2600

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Table of Contents

Section	Page
A) Purpose and Description of Services.....	3
B) Minimum Qualifications for Proposers	3
C) Proposal Requirements and Information	3
1) Key Action Dates.....	3
2) Proposal Specifications.....	4
3) Cost Detail Format and Requirements	3
4) Submission of Proposal	5
5) Evaluation and Award Process	7
6) Disposition of Proposals.....	9
7) Agreement Provisions	9
8) Agreement Execution and Performance	9
D) Required Attachments	10
1) Required Attachment Check List	
2) Proposal/Proposer Certification Sheet	
3) Proposer Information Sheet	
4) Sample Cost Proposal Work Sheet	
5) Proposer References	
6) Payee Data Record (STD 204)*	
7) Contractor's Certification Clauses (CCC) (page 1)**	

*This form can be found at www.dgs.ca.gov

** This form can be found at www.ols.dgs.ca.gov/Standard+Language/default.htm

A) Purpose and Description of Services

The Secretary of State is requesting nonprofit corporations and unincorporated associations to submit proposals to assist in carrying out a voter education program pursuant to the Help America Vote Act (HAVA) of 2002 (P.L. 107-252) and Elections Code section 2131 (Statutes of 2003, Chapter 809, Section 3).

Emphasis should be given to voter education programs that focus on the following:

- (1) Groups of individuals that have historically low voter participation;
- (2) Geographic communities that have historically low voter participation.

The Secretary of State anticipates awarding multiple grants with the monetary value of each not exceeding \$50,000.00.

The goal of these grants is to increase voter education throughout the state. Voter education may include educating voters about the voting process including voter registration, absentee voting and accessing voter information. Emphasis should be given to low voter participation localities, communities and populations and increasing voting patterns by eligible voters.

B) Minimum Qualifications for Proposers

- 1) Proposer must be a nonprofit corporation (IRC 501(c)) and/or unincorporated association.
- 2) Proposer must be able to demonstrate expertise and experience with projects with similar tasks related to this project.

C) Proposal Requirements and Information

1) Key Action Dates

Event	Date
IRFP available to prospective proposers	05/14/2004
Written Question Submittal Deadline	05/28/2004
Final Date for Proposal Submission	06/11/2004 - 4:00 p.m.
Proposed Award Date	06/25/2004

2) Proposal Specifications

- a) Proposal Format:

Font: New Times Roman

Font Size: 14

Proposal Maximum Size¹: 30 pages, Single Spaced

- b) Please indicate within proposal if there should be additional information which the Secretary of State may request, such as sample materials, letters of recommendation or awards,
- c) General Criteria for Proposers:
- 1) Proposal must include description of targeted group of individuals for voter education and explain why this group is targeted for voter education;
 - 2) Proposal must include description of geographical area of where voter education will occur (for example: county, community, zip code, census information etc...)

Low voter participation and other demographic information is available from the Secretary of State's website.

(http://www.ss.ca.gov/elections/hava_educ_map.htm)

d) Description of Organization

The proposal shall include a descriptive narrative addressing the following:

- Describe expertise and experience in achieving a voter education project;
- Describe the assurance that can be provided that the voter education project that will be undertaken is non-partisan in nature and will not be undertaken to support or oppose, directly or indirectly, any candidate, political party, or measure.

e) Work Plan and Work Schedule Requirements

The proposal shall include a detailed and descriptive work plan and schedule for voter education. Identify each major task, necessary subtask, and/or specific milestones by which progress can be measured and payments made.

Work Plan

- Describe proposed voter education project, timelines for performance and costs associated with tasks;
- Describe methods to be used in evaluating the effectiveness of the voter education project.

f) In-kind Contributions

¹ Proposal is hereby defined as the Proposers response to this IRFP, excluding required attachments.

- Identify and describe any in-kind contributions that will be applied or leveraged to this effort such as technology, office equipment, human resources and training, or other contributions.

g) Measures of Success

- Explain what products, activities or tasks will be considered in measuring success with the funds allocated.

h) Organizational Structure and Project Management

- Submit organization chart and project manager with roles and responsibilities.

3) Cost Detail Format and Requirements

The proposed work should be broken down into an outline of the proposed Work Plan and Work Schedule for the purpose of this proposal. The total costs of all tasks and milestones cannot exceed \$50,000. The Agency strongly recommends that administrative overhead cost does not exceed 20% of the first \$25,000 of the total award. Use the Sample Cost Proposal Worksheet (Attachment 4) as a guide in preparing your cost proposal.

4) Submission of Proposal

- a) Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this IRFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements will be sufficient cause for rejection of a proposal.
- b) The proposal package should be prepared in the least expensive, unbound and reproducible method.
- c) Proposal shall be in the following format:
Font: New Times Roman
Font Size: 14
Proposal Maximum Size²: 30 pages, Single Spaced
- c) All proposals must be submitted under **sealed** cover and sent to Secretary of State by dates and times shown in Section C, Proposal Requirements and Information, Item 1) Key Action Dates, (page 3). Proposals received after this date and time will not be considered.
- d) A minimum of five (5) copies, one (1) original and four (4) copies, of the proposal must be submitted.

² Proposal is hereby defined as the Proposers response to this IRFP, excluding required attachments.

- e) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
- f) The proposal envelopes must be plainly marked with the IRFP number and title, firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

Secretary of State
1500 11th Street Room 465
Sacramento, CA 95814
03-HAVA-01
Help America Vote Act Grant

DO NOT OPEN

If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided.

Proposals not submitted under sealed cover and marked as indicated will be rejected.

- g) All proposals shall include the documents identified in Section E, Required Attachment Checklist (see page 10). Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
- h) Mail or deliver proposals to the following address:

Secretary of State
Contract Services
1500 11th Street Room 465
Sacramento, CA 95814
- i) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive any immaterial deviation in a proposal. The State's waiver of immaterial deviation shall in no way modify the IRFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- j) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.

- k) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet, and page 11. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal will be rejected.
- l) The awarding agency may modify the IRFP prior to the submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- m) The awarding agency reserves the right to reject all proposals. The agency is not required to award a grant.
- n) The awarding agency reserves the right to reject proposals, which appear to have a conflict of interest with the goals of the Help America Vote Act or Statutes of 2003, Chapter 809, Section 3.
- o) Before submitting a response to this solicitation, proposers should review, correct all errors and confirm compliance with the IRFP requirements.
- p) More than one proposal from a qualified proposer under the same or different names may be considered.
- q) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- u) No oral understanding or agreement shall be binding on either party.

5) Evaluation and Award Process

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this IRFP.
- b) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c) The final selection(s) will be made to the proposer(s) responsible offering the best value and achieving a passing score.
- d) Phase I

The proposals that meet the minimum qualifications will be evaluated and scored according to the criteria indicated below. A minimum of (35) points must be achieved in this phase to be considered responsive. (A responsive

proposal is one, which meets or exceeds the requirements stated in this IRFP.) The criteria which will be used to evaluate proposals is as follows:

<u>Rating/Scoring Criteria</u>	<u>Maximum Possible Points</u>
Work Plan:	
Proposed Activities: Targeted Group	10
Reasonableness of Timeline for Performance	5
Costs are properly identified for each task	5
Proposer has experience and expertise	5
Methods of evaluating the effectiveness of plan and/or activities proposed	10
Assurance provided that the activities proposed that will be undertaken are non-partisan in nature and will not be undertaken to support or oppose, directly or indirectly, any candidate, political party, or measure.	5
Project Management	
Project Manager identified appears to have experience to complete such proposed tasks.	5
Organization and Resources	
Required resources have been identified And appear reasonable	5
Total Possible Points	<u>50</u>

e) Phase II

This phase consists of evaluating the cost proposals. All proposals that enter Phase II will have received (35) points or more and will be considered responsive to the IRFP.

- f) The grants will be awarded to the **most responsive** proposers for the goals of this IRFP, which offer the best value to the State while meeting the requirements outlined within this IRFP.

All grants will be awarded based on demonstrated expertise and experience in the ability to evaluate the effectiveness of the funded program, the receipt of assurance that the activities proposed and that are undertaken are non-partisan in nature and are not undertaken to support or oppose, directly or indirectly, any candidate, political party, or measure. All grant awards will be federally funded; therefore, are subject to audit and may be subject to review and approval procedures in accordance with applicable state and federal laws and policy. Recipients of grants should have adequate accounting systems in place and will be required to maintain appropriate invoices related to the expenditures of these funds. Any material misrepresentation in the proposal may, at the option of the State, result in rescission of the contract and a return of all payments made. The Secretary of State reserves the right to seek additional information from any applicant with regard to any matter relevant to the proposal or possible grant award.

6) Disposition of Proposals

- a) Upon proposal opening, all documents submitted in response to this IRFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

7) Agreement Provisions

Grant Award Agreements will include the following provisions:

- a) Grantee agrees that all activities performed under this Agreement shall be undertaken are non-partisan in nature and are not undertaken to support or oppose, directly or indirectly, any candidate, political party, or measure.
- b) Per Federal Policy, Agreement may be terminated with 30-day notice.
- c) Grantee Project Manager must submit weekly progress in the required standard format to be determined by SOS electronically to the SOS Project Manager or designee.

8) Agreement Execution and Performance

- a) Service shall start not later than five (5) days, or on the express date set by the awarding agency and the Grantee, after all approvals have been obtained and the agreement is fully executed. Should the Grantee fail to commence

work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Grantee, reserves the right to terminate the agreement. In addition, the Grantee shall be liable to the State for the difference between Grantee 's Proposal price and the actual cost of performing work by another Grantee.

- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

D) Required Attachments

Refer to the following pages for additional Required Attachments that are a part of this agreement.

ATTACHMENT 1

REQUIRED ATTACHMENT CHECK LIST

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package also.

<u>Attachment</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Proposal/Proposer Certification Sheet
_____ Attachment 3	Proposer Information Sheet
_____ Attachment 4	Cost Sheet
_____ Attachment 5	Proposer References
_____ Attachment 6	Payee Data Record (STD 204).
_____ Attachment 7	Contractor Certification Clauses (CCC) (103) The CCC can be found on the Internet at <u>www.ols.dgs.ca.gov/Standard+Language</u> .

ATTACHMENT 2

PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The proposal must be transmitted in a sealed envelope in accordance with IRFP instructions.

- A. Place all required attachments behind this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

**An Unsigned Proposal/Proposer Certification Sheet
May Be Cause For Rejection**

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Proposer's Name (Print)		11. Title
12. Signature		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. California Small Business Enterprise		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, enter certification number:		

b. Disabled Veteran Business Enterprise		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, enter your service code below:		

NOTE: A copy of your Certification is required to be included if either of the above items is		
Date application was submitted to OSBCR, if an application is		

Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the
Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10,11 12, 13,	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

ATTACHMENT 3

Proposer Information Sheet

Name of Company, Organization or Individual: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

.....
Contact Person's Information:

Name: _____ Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

.....
Additional Information:

Please complete the following questions:

1. Attach a list of Names and Addresses of Officers and Members of it's Board of Directors and their addresses, if the organization has officers or directors to this Attachment.
2. Is the Organization Member-Based?
Yes ☐ No ☐
If Yes, how many members? _____
3. Attach a document to this attachment, explaining the organization's mission or nature of activities.

Within the past five (5) years, as the proposer or on-behalf of the proposer, have you been barred from any award such as any grants, loans, contracts, or other payments from any local, state, or federal agency?

Yes ☐ No ☐

If Yes, please explain:

I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature_____

Title_____

Date_____

SAMPLE COST PROPOSAL WORKSHEET

ITEMIZED COST DETAIL

Cost

Deliverable #1: Title _____
Staffing _____
Job Title, rate per (hourly/daily) _____
Materials _____
Description of material, quantity, cost per unit _____
Equipment and Supplies _____
Description and cost per item _____
Travel _____

Deliverable #2: Title _____
Staffing _____
Job Title, rate per (hourly/daily) _____
Materials _____
Description of material, quantity, cost per unit _____
Equipment and Supplies _____
Description and cost per item _____
Travel _____

Deliverable #3: Title _____
Staffing _____
Job Title, rate per (hourly/daily) _____
Materials _____
Description of material, quantity, cost per unit _____
Equipment and Supplies _____
Description and cost per item _____
Travel _____

Direct Cost Subtotal \$ _____

INDIRECT COSTS

Overhead Rate _____ % _____

Indirect Subtotal \$ _____

TOTAL COST \$ _____

ATTACHMENT 4

PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three references of similar types of services performed within the last five years, which are not directly associated with you or your organization.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			